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Executive Registry

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NOTICE

AGENCY REPORTS

SUBMISSION OF PERIODIC REPORTS

1. This Notice is for the purpose of ensuring the prompt submission by Chiefs of Major Components of periodic reports currently required by Agency regulatory issuances.
2. The required recurring reports are listed in Attachment A, which outlines the reporting requirements in accordance with the indicated respective issuances.
3. Chiefs of Major Components will ensure that the reports listed in Attachment A are submitted promptly in order that consolidated Agency reports may be prepared as necessary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

15/
L. K. WHITE
Acting Deputy Director
(Administration)

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Attachment A

NOTICE

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AGENCY RECURRING REPORTS

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TITLE or DESCRIPTION OF REPORT	PREPARED BY	SUBMITTED TO	FREQUENCY	DUE DATE	REGULATORY ISSUANCE
1. Estimated Requirements for Training of Personnel at Non-CIA Facilities For next fiscal year and year following	Chiefs of Major Components	Director of Training	Annual	Prior to 15 March	
2. Penalty Indicia Mail Certification	Chiefs of Major Components	Chief, Fiscal Division Office of Comptroller	Quarterly	5th day of the month following end of each quarter	
3. Foreign Awards and Decorations, Report on Persons Receiving	Chiefs of Major Components	Director of Security	Annual	Prior to December	
4. Conflicts of Interest	Chiefs of Major Components	Inspector General	Semi- Annual	10 June and 10 December (Initial Reports by 1 Feb. 1954)	